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Approved For Release 2001/08/07 : CIA-RDP80-01826R001100100009-4

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Definition and Establishment of New Categories of Non-Staff Personnel

REFERENCES : (a) Memo for DDCI fr IG dtd 5 Jun 64 (ER 64-3030/3), Subject: Proposal for Quarterly Statistical Reporting on CIA Non-Staff Personnel
(b) Memo for DD/S fr D/EPAM dtd 15 Jul 64 (DDS 64-3081), Subject: IG Report on Reporting of CIA Non-Staff Personnel, dated 5 June 1964
(c) Memo fr DD/S for D/Pers dtd 20 Jul 64 (DDS 64-3310)

1. This memorandum is in response to the second paragraph of reference (c).

2. During the course of the IG survey of personnel, the Chief of the Survey Team discussed on a number of occasions his views on the need for greater centralization of the administration of non-staff personnel and for greater participation in their administration by the Director of Personnel. He also indicated his concern about the difficulty in compiling and reconciling statistics on these categories and the absence of any system for regularly reporting the numbers to top management. We feel certain that reference (a), which had not come to our attention until now, reflects this concern. Mr. Echols reviewed these papers before departing on leave and wished to express to you his opinion that the proposed reporting system would be expensive in manpower and would weaken security control over a sensitive item of information.

DDS 64-2133
DOC 4 REV DATE 23/04/82 BY 038772
ORIG COMP 31 OPI 32 TYPE 01
ORIG CLASS C PAGES 8 REV CLASS C
JUST 2d NEXT REV 2012 AUTH: HR 10-2

3. In view of the fact that the IG's recommendation has already been approved, Mr. Echols indicated his agreement that the committee approach suggested by the Director, EPAM in reference (b) is probably the best way to develop the required program. He also agreed with your reservation about appointing the Chief, Contract Personnel Division as the DD/S representative. In view of the possible implications of a redefinition of personnel categories for various aspects of our total personnel program, he suggested that you might wish to designate the Chief, Plans and Review Staff instead. Chief, PRS would, of course, need to consult with the Chiefs, POD and CPD and possibly other Divisions of the Office of Personnel. You might also wish to appoint your Special Support Assistant either as a member or as a consultant to the committee.

4. As to a plan of action, we suggest that the DD/S representative might well begin now to acquaint himself with the work which Mr. [redacted] 25X1A has done and to familiarize himself with the historical background of the present categories and with existing reporting systems. Formal work by the committee would necessarily be deferred until Mr. [redacted] becomes available. 25X1A

Distribution:
0 & 1 - Addressee
1 - Subj File: IG Survey
1 - D/Pers (w/held)

[redacted] 25X1A
Acting Director of Personnel

OD/Pers/[redacted] sac (29 July 1964) 25X1A

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